HAZARDOUS WASTE NOTIFICATION FORM (HW-1) AND INSTRUCTIONS

Although this STATE form looks very similar to the FEDERAL form (8700-12), they are not the same. This form is the *current* Louisiana Hazardous Waste Activity Form (HW-1) and may be obtained via the Louisiana Department of Environmental Quality (LDEQ) public website at http://www.deq.state.la.us/assistance/HW/hw-1.pdf.

Please note these differences:

- This *current* Louisiana HW-1 form is used for <u>Louisiana reporting sites only</u>.
- Item 1.A., Reason for Submittal, please check only one reason per submittal. In the case of more than one submittal reason, a separate form is required.
- Item 1.B, number of employees at this site
- Item 10.A.1.d, Non-Generator status, to be used if ID is deactivated
- Item 10.A.2, Transfer Facility Status box is included
- Item 10.A.3, boxes for status of TSD permit is included
- Item 10.B.1.e, Antifreeze is listed as a Universal Waste in Louisiana
- Item 10.C.5, Used Oil Burner is included, with boxes for type of device.

Initial notifications to obtain an EPA ID Number, or subsequent notifications due to change of ownership are required to submit the Registration Fee Invoice found at:

http://www.deg.state.la.us/assistance/HW/notificationinv.pdf

with a payment (check or money order) in the amount of \$12.50. Initial, or Change of Ownership Applications received without this accompanying fee will not be processed until payment is received.

Please send completed form to:

Louisiana Department of Environmental Quality Office of Environmental Services Environmental Assistance Division Compliance Assistance Section Post Office Box 4313 Baton Rouge, LA 70821-4313

If you have any questions, please call (225) 219-3245.

INSTRUCTIONS FOR FILLING OUT THE RCRA SUBTITLE C SITE IDENTIFICATION (SITE ID) FORM STATE OF LOUISIANA HW-1 FORM

WHO MUST SUBMIT THIS FORM

All sites required to submit any of the following must submit the Site Identification (Site ID) Form:

- # Initial notification
- # Subsequent notification
- # First RCRA Hazardous Waste Part A Permit Application
- # Revised RCRA Hazardous Waste Part A Permit Application
- # Hazardous Waste Report

Refer to Item 1 below to determine whether you are required to submit this form.

The instructions below explain how to complete the Site ID Form for notifications, Part A permit applications, and **the Hazardous Waste Report**. Please note that these instructions identify those Site ID Form items that must be completed for the **Hazardous Waste Report**. See **HOW TO FILL OUT THIS FORM**, below, for the specific Site ID Form items that you **must** complete for **the Hazardous Waste Report**

PURPOSE OF THIS FORM

For purposes of the <u>Hazardous Waste Report</u>, the Site ID Form identifies large quantity generators (LQGs) and treatment, storage, and disposal facilities (TSDFs) engaging in hazardous waste generation and management activities for the reporting year. The form is divided into 13 items, nine of which must be completed for the **Hazardous Waste Report** (see below).

HOW TO FILL OUT THIS FORM

Please fill out all of the following nine Site ID Form items that are required for the Hazardous Waste Report:

- # Item 1 your reason for submitting the form (in this case, as a component of the Hazardous Waste Report);
- # Item 2 your site's EPA ID number:
- # Item 3 the name of your site;
- # Item 4 the physical location of your site;
- # Item 6 the North American Industry Classification System (NAICS) code(s) for your site;
- # Item 7 the mailing address for your site;
- # Item 8 name and phone number of a contact person at your site;
- # Item 10.A. your hazardous waste activities at the site that require you to submit a Hazardous Waste Report (i.e., LQG, TSDF, or both); and
- # Item 13 certification that the information you provided throughout the form is truthful, accurate, and complete.

Type or print in black ink all items except the Signature box in Item 13. On the second and third pages of the form, enter your site's EPA ID number in the top right-hand corner. Use the space for Comments in Item 12 to clarify or provide additional information for any entry. When entering information in the Comments section, cross-reference the item number and box letter to which the comment refers. If you must use additional sheets, indicate clearly the number of the item on the Site Identification Form to which the information on the separate sheet applies.

Completed forms should be sent to LDEQ at the address on page 1.

ITEM-BY-ITEM INSTRUCTIONS FOR HW-1

Item 1 -- Reason for Submittal and Status of Information Supplied:

(This item must be completed for the Hazardous Waste Report.)

- A. Reason for Submittal: Place an "X" in the appropriate box to indicate whether this form is your initial notification (to obtain an EPA Identification Number); a subsequent notification (to update your site identification information); a component of a First or a Revised RCRA Hazardous Waste Part A Permit Application; or a component of the Hazardous Waste Report.
 - # To obtain an EPA Identification Number for hazardous waste, universal waste or used oil activities (Initial notification). If your waste activity is regulated under Resource Conservation and Recovery Act (RCRA), Subtitle C, and the rules promulgated pursuant to the Act (specifically 40 CFR Parts 260-299), you must submit this form to notify LDEQ of your regulated waste activities and obtain an EPA Identification Number.
 - # **To update site identification information (Subsequent notification).** You must use this form to submit a subsequent notification if your site already has an EPA Identification Number and wishes to change information (e.g., status change, new owner, new mailing address, etc.).
 - # As a component of a First RCRA Hazardous Waste Part A Permit Application. If your site is planning to treat, store, or dispose of hazardous waste on site in a unit that is not exempt from obtaining a hazardous waste permit, you must submit this form as part of the Part A permit application. Also, if the activity this site was engaged in (treatment, storage, or disposal) became newly regulated under RCRA Subtitle C, and the rules promulgated pursuant to the Act (specifically 40 CFR Parts 260-299), you must submit this form as part of the Part A permit application.
 - # As a component of a Revised RCRA Hazardous Waste Part A Permit Application. If you must submit a revised Part A permit application to reflect changes that have occurred at your site, you must submit this form as part of your revised Part A permit application. Examples of site changes requiring a Revised Part A submission include managing new wastes not identified in the first Part A submission or changes to existing waste treatment processes. When submitting a revised Part A application, please include the Amendment number in the appropriate space.
 - # As a component of the Hazardous Waste Report. If you are required to submit a Report indicating the amount of waste you generate, treat, ship off site, or receive from off site, you must fill out this form. The Site ID Form replaces the EPA Identification and Certification Form (Form IC) for the Hazardous Waste Report.
- **B.** Number of Employees: Enter the number of employees normally working at this location

Item 2 -- Site EPA ID Number:

(This item must be completed for the Hazardous Waste Report.)

Provide your EPA Identification Number in Item 2 *for this site*. Also, be sure to include your EPA Identification Number at the top of pages 2 and 3 of the form (as well as on any attachments to the Site ID Form).



NOTE: If this is your initial notification *for this site*, leave the EPA Identification Number blank and proceed to Item 3.

Items 3 and 4 -- Site Name and Location:

(These items must be completed for the Hazardous Waste Report.)

Provide the legal name of your site and a complete location address. Please note that the address you give for Item 4, Site Location, must be a physical address, *not a post office box or route number*.



NOTE: A new EPA Identification Number is required if you change the location of your site.

Item 5 -- Site Land Type:

Place an "X" in the box that best describes the land type of your site.



NOTE: If the Land Type is **best described** as Indian, County, or District, please use those codes. Otherwise, use Municipal.

Item 6 -- North American Industry Classification System (NAICS) Code(s):

(At a minimum, Box A of this item must be completed for the Hazardous Waste Report. Completing Boxes B-D is not mandatory but is recommended.)

- **Box A** Provide the North American Industry Classification System (NAICS) code that **best** describes the primary products or services provided by your site.
- **Boxes B D** List other NAICS codes that describe the primary products and services provided by your site.

You can obtain NAICS codes from the following sources:

- # NAICS web site at http://www.naics.com/,
- # Income Tax form 1120 series, or
- # Some libraries.

Item 7 -- Site Mailing Address:

(This item must be completed for the Hazardous Waste Report.)

Please enter the Site Mailing Address. If the mailing address and the Location of Site (Item 4) are the same, you can print "Same" in the box for Item 7.

Item 8 -- Site Contact Person:

(This item must be completed for the Hazardous Waste Report.)

Enter the name, business telephone number, and extension of the person who should be contacted regarding the information submitted in the Site ID Form.

NOTE: It is assumed that the Site Contact Person will receive mail at the Site Mailing Address provided in Item 7. If this is not the case, please provide the mailing address for the Site Contact Person in the Comments section in Item 12.



A subsequent notification is recommended when the Site Contact Person changes.

Item 9 -- Legal Owner and Operator of the Site:

This section should be used to indicate all the owners and operators of this site. The Comments section in Item 12 and additional sheets can be used if necessary.

A. Name of Site's Legal Owner: Provide the name of your site's legal owner. If an additional owner has been added or a new owner has replaced the previous owner since the site's initial notification, provide information on the new owner(s).

Date Became an Owner: Indicate the date on which the above person or entity became the owner of your site.

Owner Type: Place an "X" in the box that best describes the owner type.



NOTE: If the Owner Type is **best described** as Indian, County, or District, please use those codes. Otherwise, use Municipal.

Use the Comments section in Item 12 to list any additional owners and operators, their names, the dates they became owners and/or operators, owner/operator type, and which owner(s), if any, they replaced. If necessary, attach a separate sheet of paper.

B. Name of Site's Operator: Provide the name of your site's operator.

Date Became an Operator: Indicate the date on which the above person became the operator of your site.

Operator Type: Place an "X" in the box that best describes the operator type.



NOTE: If the Operator Type is **best described** as Indian, County, or District, please use those codes. Otherwise, use Municipal.

Use the Comments section in Item 12 to list any additional owners and operators, their names, the dates they became owners and/or operators, owner/operator type, and which owner(s), if any, they replaced. If necessary, attach a separate sheet of paper.



NOTE: A subsequent notification is recommended when the owner or operator of a site changes.

Because an EPA Identification Number is site-specific, the new owner will keep the existing EPA Identification Number for that location. If the site moves to another location, the owner or operator must notify LDEQ of this change. In this instance, a new EPA Identification Number will be assigned, since the site has changed locations.

Item 10 -- Type of Regulated Waste Activity:

(Item 10.A. must be completed for the Hazardous Waste Report to indicate whether your site is an LQG, a TSDF, or both, at the time of filing this report. If you are currently **not** an LQG and/or a TSDF but are filing because you were an LQG and/or TSDF during the reporting year, indicate this in the Comments section in Item 12.)

A. Hazardous Waste Activities: Mark an "X" in the appropriate box(es) to indicate which hazardous waste activities are being conducted **at this site.**



NOTE: Listed below are the Federal generator definitions. However, if the State where your hazardous waste activities occur has definitions different from the Federal definitions, you must use the

State definitions.

1. Generator of Hazardous Waste: If you generate a hazardous waste that is listed in 40 <u>CFR</u> 261.31 through 261.33 or identified by one or more hazardous waste characteristic(s) contained in 40 <u>CFR</u> 261.21 through 261.24, mark an "X" in the appropriate box for the quantity of non-acutely hazardous waste that is generated per calendar month. The regulations for hazardous waste generators are found in 40 <u>CFR</u> Part 262.

a. LQG: Large Quantity Generator

This site is a Large Quantity Generator if, in this reporting year, the site meets **any** of the following criteria:

- i) Generated, in any calendar month, 1,000 kg (2,200 lbs.) or more of RCRA hazardous waste; **or**
- ii) Generated, in any calendar month, or accumulated at any time, more than 1 kg (2.2 lbs.) of RCRA acute hazardous waste; **or**
- iii) Generated, in any calendar month, or accumulated at any time, more than 100 kg (220 lbs.) of spill cleanup material contaminated with RCRA acute hazardous waste.



NOTE: If, in addition to being an LQG, you recycle hazardous wastes at your site (without storing the wastes before you recycle them), check both this box **and** Box A.4. below.

b. SQG: Small Quantity Generator

This site is a Small Quantity Generator if, in this reporting year, the site meets **all** of the following criteria:

- i) Generated, in any calendar month, more than 100 kg (220 lbs.) but less than 1,000 kg (2,200 lbs.) of RCRA hazardous waste; **and**
- ii) Generated, in any calendar month, or accumulated at any time, no more than 1 kg (2.2 lbs.) of acute hazardous waste **and** no more than 100 kg (220 lbs.) of material from the cleanup of a spill of acute hazardous waste.

OR, the site is a Small Quantity Generator if the site:

- i) Met all other criteria for a Conditionally Exempt Small Quantity Generator (see below),
- ii) Accumulated, at any time, more than 1,000 kg (2,200 lbs.) of RCRA hazardous waste.

c. CESQG: Conditionally Exempt Small Quantity Generator

This site is a CESQG if, **in every month** during this reporting year, the site did **all** of the following:

- i) Generated no more than 100 kg (220 lbs.) of RCRA hazardous waste in any calendar month; **and**
- ii) Accumulated, at any time, no more than 1,000 kg (2,200 lbs.) of RCRA hazardous waste; and
- iii) Generated, in any calendar month, or accumulated at any time, no more than 1 kg (2.2 lbs.) of acute hazardous waste, **and** no more than 100 kg (220 lbs.) of material from the cleanup of a spill of acute hazardous waste.

d. NON-GENERATOR

This is to be used in conjunction with a Certification of No Hazardous Waste Form to show that a site has been certified closed.



NOTE: If you generate acutely hazardous wastes listed in 40 <u>CFR</u> 261.31, 261.32 or 261.33(e), please refer to 40 <u>CFR</u> 261.5(e) to determine the circumstances under which you must notify LDEQ.

In addition, mark an "X" in the appropriate box(es) to indicate other generator activities occurring **at this** site. (Check all boxes that apply.)

d. United States Importer of Hazardous Waste

Mark an "X" in the box if you import hazardous waste from a foreign country into the United States. Refer to 40 <u>CFR</u> 262.60 for additional information.

e. Mixed Waste Generator

Mark an "X" in the box if you are a generator of mixed waste (waste that is both hazardous and radioactive). RCRA defines "mixed waste" as waste that contains both hazardous waste and source, special nuclear, or by-product material subject to the Atomic Energy Act (AEA), RCRA section 1004(41), 42 U.S.C. 6903 (63 FR 17414; April 9, 1998).

- 2. **Transporter of Hazardous Waste:** Place an "X" in the box if you transport hazardous waste within the United States. The Federal regulations for hazardous waste transporters are found in 40 <u>CFR</u> Part 263. Check the box for Transfer Facility Status if this is also a Transfer Facility.
- 3. Treater, Storer, or Disposer of Hazardous Waste: If you treat, store, or dispose of regulated hazardous waste, place an "X" in this box. (Burning hazardous wastes in boilers and industrial furnaces and storing hazardous wastes before recycling them fall into this category as well.) A hazardous waste permit is required for this activity. You are reminded to contact the appropriate agency for your State to request Part A of the RCRA Permit Application. The Federal regulations for owners or operators of hazardous waste sites are found in 40 CFR Parts 264, 265, 266, and 270. Check the box (Permitted, Interim Status, Proposed) which applies to your permit.



NOTE: If your site is a destination facility for universal wastes in addition to being a treatment, storage, or disposal facility for other RCRA hazardous wastes, check both this box **and** Box B.2. below.

4. Recycler of Hazardous Waste: If you recycle regulated hazardous wastes (recyclable materials), place an "X" in this box. The Federal regulations for owners or operators of sites that recycle hazardous waste are found in 40 <u>CFR</u> 261.6. A hazardous waste permit may be required for this activity. You also may be subject to other Federal and State regulations.



NOTE: If your site, in addition to being a recycling site for hazardous waste, is a treater, storer, or disposer of hazardous waste, check both this box **and** Box A.3. above. If your site is a destination facility for universal wastes in addition to being a recycling site for other RCRA hazardous wastes, check both this box **and** Box B.2. below.

5. Exempt Boiler and/or Industrial Furnace:

- **a.** If you burn small quantities of hazardous waste in an on-site boiler or industrial furnace in accordance with the conditions in 40 <u>CFR</u> 266.108, place an "X" in the box to indicate that you qualify for the Small Quantity On-Site Burner Exemption.
- **b.** If you burn hazardous wastes in a smelting, melting, or refining furnace solely for metals recovery, as described in 40 <u>CFR</u> 266.100(c), or to recover economically significant amounts of

- precious metals, as described in 40 <u>CFR</u> 266.100(f), mark an "X" in the box to indicate that you qualify for the Smelting, Melting and Refining Furnace Exemption.
- **6. Underground Injection Control:** If you generate, treat, store, or dispose of hazardous waste and there is an underground injection well located at your site, place an "X" in the box. The Federal regulations for owners or operators of underground injection wells are found in 40 CFR Part 148.
- B. Universal Waste Activities: Refer to your State-specific requirements and definitions for universal waste. Refer to 40 CFR 261.9 and 40 CFR Part 273 for the Federal regulations covering universal waste.
 - 1. Large Quantity Handler of Universal Waste (LQHUW): You are an LQHUW if you accumulate a total of 5,000 kg or more of any universal wastes (calculated collectively) at any time. Mark an "X" in the appropriate box(es) to indicate the type(s) of universal wastes you generate and/or accumulate at your site. If your State has additional universal wastes, indicate what they are and mark an "X" in the corresponding box(es).
 - **Destination Facility:** Mark an "X" in the box if you treat, dispose of, or recycle universal wastes on site. A hazardous waste permit is required if you treat or dispose of universal wastes; a permit may be required if you recycle universal wastes.



NOTE: If your site, in addition to being a destination facility for universal wastes, is also a treatment, storage, or disposal facility for other RCRA hazardous wastes, check both this box **and** Box A.3. above. In addition, if your site recycles other RCRA hazardous wastes, check both this box **and** Box. A.4. above.

- C. Used Oil Activities: Mark an "X" in the appropriate box(es) to indicate which used oil management activities are taking place at this site. The Federal regulations for used oil management are found in 40 <u>CFR</u> Part 279.
 - **1. Used Oil Transporter:** If you transport used oil and/or own or operate a used oil transfer facility, place an "X" in the appropriate box(es) to indicate this used oil management activity.
 - **2. Used Oil Processor/Re-Refiner:** If you process and/or re-refine used oil, place an "X" in the appropriate box(es) to indicate this used oil management activity.
 - **3. Off-Specification Used Oil Burner:** If you burn off-specification used oil fuel, place an "X" in the box to indicate this used oil management activity.
 - **4. Used Oil Fuel Marketer:** If you market off-specification used oil directly to a burner, mark an "X" in Box 4.a. If you are the first to claim the used oil meets the used oil specification established in 40 <u>CFR</u> 279.11, mark an "X" in Box 4.b. If either of these boxes is marked, you also must notify (or have previously notified) as a used oil transporter, used oil processor/rerefiner, or off-specification used oil fuel burner, unless you are a used oil generator. (Used oil generators are not required to notify.)
 - 5. Used Oil Fuel Burner (Indicate Combustion Device)
 If you burn used oil on site, indicate the type of combustion device used by checking the appropriate box.



NOTE: A subsequent notification is required when the type of regulated waste activity changes.

Item 11 -- Description of Hazardous Wastes:

(Only persons involved in hazardous waste activities need to complete this item. Hazardous waste transporters requesting an EPA Identification Number do not need to complete this item, but must sign the "Certification" in Item 13.)

You will need to refer to 40 <u>CFR</u> Part 261 in order to complete this item. Part 261 identifies those solid wastes which the EPA defines as hazardous and regulates under RCRA. If you need help completing this section, please contact the appropriate State personnel.

A. Federally Regulated Hazardous Wastes: If you handle hazardous wastes that are described in 40 <u>CFR</u> Part 261, enter the appropriate 4-digit code(s) in the box(es) provided. List codes in alphabetical/numerical order as they are presented in the regulations (D001, D003, F001, F003, K001, etc.)



NOTE: If you handle more hazardous wastes than will fit under Item 11.A., please continue listing the hazardous waste codes on an extra sheet. Attach any additional sheets to the Site Identification Form before mailing it to the appropriate EPA Regional or State Office.

B. State-Regulated Hazardous Wastes: If you manage State-regulated hazardous wastes that have a waste code, enter the appropriate code(s) in the box(es) provided.

Item 12 -- Comments:

Use this space to provide any additional information and attach additional sheets, if necessary.

Item 13 -- Certification:

(This item must be completed for the Hazardous Waste Report.)

This certification must be signed by owner(s), operator(s), or authorized representative(s) of the site. An "authorized representative" is a person responsible for the overall operation of the site (i.e., a plant manager or superintendent, or a person of equal responsibility).



NOTE: All Site ID Form submissions must include this certification to be complete.

OMB#: 205<u>0-0175</u>

MAIL COMPLETED FORM TO:

LDEQ/OES/ Environmental Assistance Division/CAS PO Box 4313 Baton Rouge, LA 70821-4313

United States Environmental Protection Agency and

STATE OF LOUISIANA DEPARTMENT OF ENVIRONMENTAL QUALITY

NOTIFICATION OF HAZARDOUS WASTE ACTIVITY



70821-4313	RCRA SUBTITLE C SITE IDENT	TIFICATION TO SERVICE AND INCIDENTAL PROPERTY OF THE PROPERTY	ON FORM					
1. Reason for Submittal CHOOSE ONLY ONE REASON PER SUBMITTAL	A. Reason for Submittal: To provide initial notification (to obtain an EPA ID Number for hazardous waste, universal waste, or used oil activities). To provide subsequent notification (to update site identification information). or As a component of a First RCRA Hazardous Waste Part A Permit Application. As a component of a Revised RCRA Hazardous Waste Part A Permit Application (Amendment #). or As a component of the Hazardous Waste Report.							
2. Site EPA ID Number	EPA ID Number:							
3. Site Name	Legal Name:							
4. Site Location (Physical address, NOT PO Box or Route)	Street Address:							
	City, Town, or Village:	State:						
	County/Parish Name:	Zip Code:						
5. Site Land Type	Site Land Type: ☐ Private ☐ County/Parish ☐ District ☐ Federal ☐ Indian ☐ Municipal ☐ State ☐ Other							
6. North American Industry Classification System (NAICS) Code(s)	A.							
	D.							
7. Site Mailing Address	Street or P. O. Box:							
	City, Town, or Village:							
	State:							
	County/Parish Name:	Zip Code:						
8. Site Contact Person	First Name:	MI:	Last Name:					
	Phone Number:	Phone Number Extension:						
9. Legal Owner and Operator of the Site (see instructions)	A. Name of Site's Legal Owner:	Date Became Owner (mm/dd/yyyy):						
	Owner Type: Private County/Parish District Federal Indian Municipal State Other							
	B. Name of Site's Operator:	Date Became Operator (mm/dd/yyyy):						
Operator Type: ☐ Private ☐ County/Parish ☐ District ☐ Federal ☐ Indian ☐ Municipal ☐ State ☐ Oth								

A. Waste Codes for Federally Regulated Hazardous Wastes. Please list the waste codes of the Federal hazardous wastes handled at your site. List them in the order they are presented in the regulations (e.g., D001, D003, F007, U112). Use an additional page if more spaces are needed.

OMB#: 2050-0175

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		EPA ID	No.										
B. Waste Codes for State-Regulated (i.e., non-Federal) Hazardous Wastes. Please list the waste codes of the State-regulated hazardous wastes handled at your site. List them in the order they are presented in the regulations. Use an additional page if more spaces are needed for waste codes.													
40.00													
12. Comments													
13. Certification. I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance wit system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.									ons				
Signature of owner, operator, or an authorized representative	Name and Official Title (type or print)							Date Signed (mm-dd-yyyy)					